

CG-03-99

OFFICIAL USE OF GOVERNMENT VEHICLES

Section 1344 and 1349, Title 31 of the U.S. Code, DoD Directive 4500.36-R, and Army Regulation 58-1, govern the use of administrative government vehicles. These sources clearly require government vehicles be used exclusively for official business only. Use of these vehicles during an employee's normal non duty periods, including breaks and meal periods, generally constitute personal use which is in violation of a law and regulation. This prohibition applies to all White Sands Missile Range organizations.

Section 1344, Title 31 of U.S. Code says personnel use of government vehicles includes domicile to duty transportation and personal convenience during duty, i.e., stops for refreshments, banking, shopping, laundry, barber, etc. Also, the transportation of other than specifically authorized government officials is prohibited unless proper authority is obtained for recognized official government functions. Exceptions are the transportation of soldiers by government vehicle to/from duty point and troop barrack facilities and group transportation to/from recognized official functions for those required participate.

Government owned or leased vehicles may not be used to provide transportation for any part of the route between an employee's residence and place of work. Managers are encouraged to assist such individuals by seeking and coordinating available private transportation. In the event of a medical emergency, government vehicles may be used to transport employees to a medical treatment facility.

While personal use of government vehicles is generally not allowed for meals or breaks, there will be occasions when such use is unavoidable. Supervisors should consider soldier or employee work schedules and locations and make assignments far enough in advance to allow the individual to take a lunch, if necessary. Supervisors can authorize employees to use a government vehicle to go to regular meals while away from their normal duty station if they determine no other alternatives are available. Each determination must be on a case by case basis. DoD policemen, firefighters and ambulance crews work extended hours when it is not feasible for them to "stand down" for meals. While on duty during meal periods, and subject to emergency recall, these individuals may use government vehicles for transportation to and from on post eating

establishments, not to include their place of residence. Firefighters may use government emergency vehicles for group transportation to the post gymnasium. They are subject to emergency recall when performing physical training.

In addition to previously cited references, the Joint Travel Regulation governs the use of government vehicles during officially ordered temporary duty travel. Using a government vehicle to travel to or from a TDY site must be justifiable in terms of cost efficiency. Employee time and government transportation cost compared to other modes of transport should be analyzed, and they should not compete with commercial sources. Normally, commercial air transportation has priority consideration. Travel beyond 75 miles one way is generally considered beyond the acceptable distance for use of government administrative vehicles and must be approved by the TDY authorizing official separately, regardless of TDY status. Utilization of authorized vehicles at a TDY site for transport in and around the site, including to/from lodging and meals, is dependent on availability of public conveyance and must be separately authorized on DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel.

Army Regulation 58-1 further provides policy and guidance for the management of motor vehicles to ensure the greatest responsiveness, effectiveness, and economy in support of the Army mission. The regulation states, "Vehicles will not be assigned to one person but will be pooled to ensure the most efficient use." In keeping with the efficient use of government motor vehicles, only directors are authorized to a dedicated vehicle, but are not authorized a military or civilian chauffeur.

The aforementioned guidance provides for, and in some cases requires, severe penalties for violators. This may include action under the UCMJ. Supervisors should review their operations as necessary to ensure compliance. Further advice and assistance regarding the use of vehicles may be obtained from the Office of the Staff Judge Advocate, 678-1263.

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Commanding

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